



Request for Public Records Form

Employee Receiving Request

Date and Time of Request

Person Making Request

Telephone Number

Name of Person and/or Company for Whom the Request is Being Made

Address

Description of Records Being Requested: _____

Deposit Paid: _____

I, the undersigned, have read and understand the attached policy providing for the maintenance, preservation and protection of public records, and establishing procedures for accessing and copying open records.

Employee Receiving Request

Date and Time of Request

Person Making Request

Telephone Number

Fees for providing assistance for this request shall be in accordance with the fee schedule set forth in the policy (available upon request)